

Prelicensing/Continuing Education Program Course Approval Application

446-3 (Rev. 02/2000)

Producer Licensing - Education Unit

320 CAPITOL MALL
SACRAMENTO, CA 95814-4309
Information (916) 492-3064
www.insurance.ca.gov

Instructions: <ul style="list-style-type: none"> This form must be completed for each course to be approved. A completed application with the proper attachments and filing fee must be received in the Department at least 60 days prior to the first course presentation. Courses must be minimum of one hour, no fractional hours are granted. 		Department Use Only: Course #: _____ Approval period: _____ Credit Hours: _____ Category code: _____	
First course presentation date: _____		Provider Number: _____	
Phone Number: () _____			
Provider Name: _____			
Address: _____	Street _____	City _____	State _____ Zip _____
Course Title*: _____			
*Advertising and course materials must use this exact title. Courses based on another provider's material must be approved by that provider and must use same name.			
Check one course type: <input type="checkbox"/> Prelicensing <input type="checkbox"/> Continuing Education If continuing education, is this course intended to meet any statutory requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes if yes, indicate requirement below: <div style="margin-left: 600px;"> <input type="checkbox"/> CA Partnership for Long-Term Care <input type="checkbox"/> 24-Hour Care Coverage <input type="checkbox"/> CA Long-Term Care (Tax Qualified) </div>			
Instruction Method: <input type="checkbox"/> Contact <input type="checkbox"/> Non-Contact <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;"> <input type="checkbox"/> Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Conference <input type="checkbox"/> Classroom/Lecture <input type="checkbox"/> Teleconference (monitored) </div> <div style="width: 45%;"> <input type="checkbox"/> Audio Cassette <input type="checkbox"/> Video Tape <input type="checkbox"/> Correspondence/Text Book <input type="checkbox"/> Computer Diskette <input type="checkbox"/> Internet <input type="checkbox"/> Other: _____ </div> </div>			
Intended for license type(s):(may check more than one) <input type="checkbox"/> Fire and Casualty <input type="checkbox"/> Life <input type="checkbox"/> Bail			
Number of credit hours requested? <small>Note: partial hours will not be accepted.</small>		How was this number determined?	
Number of times to be given during approval period?			
Include on Department's list of courses open to public? <input type="checkbox"/> Yes <input type="checkbox"/> No			
For Department use only: ____ Course approved ____ Course not approved. _____ _____ _____			
By: _____ <div style="display: flex; justify-content: space-between;"> Education Unit Staff Signature Date </div>			

REQUIRED ATTACHMENT CHECKLIST:

A. For Contact Courses:

1. ____ A detailed statement on how the course is relevant to insurance topics and insurance products.
2. ____ A detailed outline of approximately one page per hour of instruction including the time each topic is being presented.
3. ____ A copy of all materials presented to each student if a detailed outline is not submitted with application.
4. ____ An agenda showing the beginning and ending times, breaks, and time allotted for exams, if applicable.
5. ____ A completed Class Presentation Schedule form for each presentation.
6. ____ A current authorization letter from the author or publisher if using another vendor's source material as the basis for the course.
7. ____ California preclicensing curriculum and educational objectives with every line page-referenced to the source book(s) used. **(For Preclicensing Courses Only)**

B. For Non-Contact Courses:

1. ____ A detailed statement on how the course is relevant to insurance topics and insurance products.
2. ____ Audio cassette, video tape, computer diskette, text book for the course or copy of the text cover, copyright page and table of contents if using another vendor's pre-approved material/book
3. ____ Internet courses must include your Internet address, security measures, log-on and password for our review of course(s). Answers to exam questions must reference section and screen for answer source.
4. ____ A final examination with the questions scrambled (not in chapter order).
5. ____ Answers to all exam questions with page and paragraph referencing to the source book(s) used.
6. ____ A current authorization letter from the author or publisher if using another vendor's source material.
7. ____ Copy of instruction sheet sent to students.

CERTIFICATION:

I certify under penalty of perjury that I have read and understand the information and requirements contained in this application, that all statements are true and nothing has been withheld which would influence a complete evaluation of this course.

Original Signature of **Provider Director**

Date

Printed Name of Provider Director

PLEASE SEND THIS COMPLETED APPLICATION ALONG WITH THE PROPER ATTACHMENTS AND FILING FEE TO:

CALIFORNIA DEPARTMENT OF INSURANCE
PRODUCER LICENSING BUREAU - EDUCATION UNIT
320 CAPITOL MALL
SACRAMENTO, CA 95814-4309

Filing fees:

\$28 per Continuing Education Course
\$55 per Preclicense Education Course

Make check payable to: California Department of Insurance

Course applications must be received in this office at least 60 days prior to the first course presentation date. No education credit will be granted prior to the 60th day from receipt of the completed application. Course advertisements for pending courses must clearly state that the course has been submitted and is pending approval, if the course application is complete and submitted within the appropriate time frame.

EDUCATION UNIT INQUIRIES: (916) 492-3064